

## Professional Photography Request

Requested Date\*: \_\_\_\_\_

Arrival Time\*: \_\_\_\_\_ Number of People in Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ Day of Event Telephone Number: \_\_\_\_\_

### Venue:

The Henry Ford properties are defined as: Henry Ford Museum®, Greenfield Village®, Giant Screen Experience, Benson Ford Research Center®, Ford Rouge Factory Tour (visitor center, loading area and buses), Lovett Hall, Henry Ford Academy and all surrounding areas owned by The Henry Ford including parking lots and Village Road.

Photography permitted only in Henry Ford Museum, Greenfield Village and surrounding areas.

Henry Ford Museum       Greenfield Village

**Type of Photo:**     Wedding       Engagement       Graduation       Family

Photographer's Name: \_\_\_\_\_

Photographer's Business Address: \_\_\_\_\_

Photographer's Contact Telephone Number: \_\_\_\_\_

### Fee:

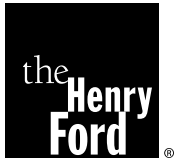
Nonmember Deluxe Package: \$250 for a 2-hour session for up to 15 guests, including photographer(s) and assistant(s) (if applicable). Additional fee will apply for larger parties, not to exceed 25 guests. This package also includes a preplanning visit for up to 4 guests to either venue on a day of their choice once payment and signed registration form and contract have been submitted and approved.

Nonmember Standard Package: \$200 for a 2-hour session for up to 15 guests, including photographer(s) and assistant(s) (if applicable). Additional fee will apply for larger parties, not to exceed 25 guests.

Members: \$150 for a 2-hour session for up to 15 guests, including photographer(s) and assistant(s) (if applicable). Additional fee will apply for larger parties, not to exceed 25 guests. Fee is waived for guests hosting their event at The Henry Ford.

\* Request must be received a minimum of 4 weeks prior to desired date.

★ Actual arrival time must be within 30 minutes to guarantee photography session and venue access.



# Terms and Conditions

**Every person in the group/party must abide by these conditions or risk removal from the premises at the discretion of the Guest Services Leadership Team and/or Security personnel.**

1. The photography fee includes admission to Henry Ford Museum and/or Greenfield Village and its surrounding areas for 90 minutes for up to 15 guests, including the photographer’s subject(s), photographer and assistant (if applicable). Fee will apply for larger parties, not to exceed 25 guests.
2. Guests will exit venue(s) upon completion of session.
3. Guests may not inhibit the regular flow of traffic or restrict access to any site for our visitors, animals and/or historic transportation.
4. All photography must adhere to standard rules, including no access inside artifact barriers or other access barriers, including architecture. Do not move, sit on, lean against or otherwise touch artifacts, exhibits or facilities. No outside food or beverage is allowed at any time, including during photography.
5. The photographer will not have the same amount of control over the content of the photograph as he/she would have in a studio setting. The use of backdrops, light umbrellas, large props, live animals and other equipment will not be permitted.
6. Advance approval and photo location credit are required for any published photographs from The Henry Ford.
7. Your party will be assigned a Guest Services Special Event Representative who will act as your escort during the photography session. He/she will have up-to-date venue information that may impact your plans. Please adhere to all directions given by the Guest Services Representative.

When you sign the registration form, you are affirming that the information provided is correct as of the date submitted to The Henry Ford. Your signature also indicates your agreement and willingness to respect and abide by the parameters established by The Henry Ford. Please return a signed copy of this agreement with your non-refundable payment at least four weeks prior to your desired date. A confirmation of your request will be emailed pending approval.

Guest’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photographer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Services Coordinator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to:**

The Henry Ford/Call Center  
20900 Oakwood Blvd.  
Dearborn, MI 48124  
313.982.6001